

Sample Interview Confirmation Letter

Instructions: Print this letter on agency letterhead and send to persons with scheduled interviews at least two weeks prior to the on-site review. The letter should be signed by the Director or the Director designees. Reasonable revisions to the letter may be made in keeping with the basic content and purpose of the letter and review.

Dear _____:

Thank you for agreeing to be interviewed as part of the review of the Children's Services program in (County) _____. Your interview is scheduled for (time) _____ on (date) _____ at (the agency) _____ or (by telephone) _____. If this appointment is unsatisfactory or you find that you will be unable to be interviewed at this time, please notify (name) _____ as soon as possible at (phone) _____.

To confirm the purpose of the interview, the State and County governments are jointly reviewing the Children's Services programs in our County. In accordance with State regulations, similar reviews are being conducted in all counties periodically as a means of identifying the strengths of county programs and areas where improvements are needed. The review will focus on program areas that include Child Protective Services Intake, Investigative Assessment, Case Planning and Case Management, and Foster Care and Adoption services.

As part of the review, members of the State/County review team will conduct interviews with individuals and families who are receiving or have received services from this agency, with service providers, and with various professional and community representatives who share an interest in the public family and children's services programs in our county. The interviews should not last more than one hour and will focus on the quality of services provided, the outcomes of services and the needs of the families served by the programs.

Information obtained from the interviews will be used in preparing a report on the status of the County's programs. The comments of individuals interviewed will not be identified by name, but will be used in summary form to describe the findings of the review. Your participation in the review is entirely voluntary. Individuals who choose not to be interviewed will not suffer any adverse effects to the services they now receive or may receive in the future.

Thank you again for your assistance in this important review.